

First Unitarian Society of Plainfield

Board of Trustees Meeting Minutes

July 28, 2019- 4:30 pm- Held at Fanwood Presbyterian Church, Fanwood, NJ

Board Members in Attendance:

Melissa Logan- President
Kim Mitchell- Trustees
Denise Soppas- Trustees
Sarah Muller-Robbins- Trustee

Board Members Absent:

Chris Baglieri- Vice President
Mike Sutterlin- Secretary
Gwen Zucker- Trustee

Minister- Reverend Ann Marie Alderman

Chalice Lighting- Melissa

Meeting Agenda after adding additional roles of service

Motion to Approve: Kim
Seconded by: Sarah
All Approved

Consent Agenda

Motion to Approve: Denise
Seconded by: Sarah
All Approved

Minutes of June Meeting

Reviewed for informational purposes.

Action Item from June were reviewed

Items remaining to be completed are listed in Action items at end of minutes

Finance Report

Motion to Approve May and June finance reports: Kim
Seconded: Denise
Approved

Heritage Fund: Finance Committee will be asked to make a motion to vote on using Heritage Fund to balance budget

Board Minute: A Board member will be present information from the board to congregation during service. Board will commit to rotate who presents each week

Motion to approve: Denise
Seconded: Sarah
All approved

Clarify Minister and Intern responsibilities

“Guide for who to contact for what” reviewed

Ann Marie to write column in email to communicate roles and responsibilities with congregation

Marketing Proposal: Proposal reviewed, to be funded from The Goss Fund (up to \$3500)

Passed with approval by all.

Disposition of Archives: Archives currently in Mike's garage will be donated to the Plainfield Public Library.

Passed with approval by all.

Service Sundays: Discussion of offering the congregation to participate in a service during the weekend of the 5th Sunday when occurs. Board to explore options. December's 5th Sunday may not be practical

New Business

Safe will be located under the bookcase for deposit when Rev Ann Marie is not present

A discussion of SLACK app as a way to communicate amongst Board members and committees

Melissa spoke of t-shirt design (included in budget) to advertise during events. T-shirts also for volunteers during food pantry.

Next Board Meeting: September 8th after service in Fanwood. No August meeting is scheduled.

Action Items from Meeting

1. Denise to contact Charlie to ensure new Board members and Alli are added to Sharepoint
2. Melissa to speak to Charlie Sweeney to ensure service checks are put into correct place
3. Denise to ask Cass whether supermarket cards should be left in the safe
4. Melissa to ask Cass how much is appropriate to ask from Heritage Fund
5. Denise to to the first “Board Minute” at next week's service
6. Sarah to write the minutes from today's meeting

Meeting Adjourned at 5:55 pm.

Prepared By: Sarah Muller-Robbins